

PRINTING REQUEST

DEPARTMENT OF THE TREASURY • DIVISION OF ADMINISTRATION • PRINTING SERVICE – PO BOX 030

Agency	Title or Description		Form #	Order No.
Account Number	Quantity	Due Date		Agency Control No.
Contact: _____ Phone: _____ FAX: _____ Email: _____	SPECIFICATIONS			
	<b>PAPER</b>  WEIGHT:  COLOR:	<b>NCR Carbonless</b>  <input type="checkbox"/> 2 Part <input type="checkbox"/> 5 <input type="checkbox"/> 3 Part <input type="checkbox"/> 6 <input type="checkbox"/> 4 Part COLOR SEQUENCE	<b>ENVELOPE</b>  Mon 9 10 11 Kraft <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Size: ____ X ____ COLOR: _____ <input type="checkbox"/> Reg <input type="checkbox"/> Win <input type="checkbox"/> Clasp	<b>FINISHED SIZE</b>  _____ X _____ <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided Number of Sheets _____
Deliver <input type="checkbox"/> Pickup <input type="checkbox"/> Ship <input type="checkbox"/> To: _____ _____ _____ _____	<b>COVER</b>  WEIGHT:  COLOR:	<b>INK</b>  <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Other _____ _____	<b>FINISHING</b>  Staple 1- <input type="checkbox"/> 2- <input type="checkbox"/> <input type="checkbox"/> Tape Bind <input type="checkbox"/> GBC <input type="checkbox"/> Pad <input type="checkbox"/> Wrap _____ <input type="checkbox"/> Fold <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Saddle Stitch	<b>Approval Officer (Required)</b> <i>Using Agency</i> <b>Date</b> _____ _____ <input type="checkbox"/> Estimate Only Estimate Approved <input type="checkbox"/> # _____
Special Instructions: _____ _____ _____				

- - - - Area Below for Print Shop Use Only - - - -

<b>ORIGINALS</b> <input type="checkbox"/> Provided <input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Mailed <input type="checkbox"/> CD/Flash D. <input type="checkbox"/> Typeset New <input type="checkbox"/> Typeset on File	<b>PREP</b> <input type="checkbox"/> Rerun <i>(Plate on File)</i> <input type="checkbox"/> Mega Plate <input type="checkbox"/> Metal Plate <input type="checkbox"/> PDF file ____ UP on ____ X ____	<b>PRINTING</b> <input type="checkbox"/> Press <input type="checkbox"/> Color Copier <input type="checkbox"/> BW Copier <input type="checkbox"/> Saddle S. Copier <input type="checkbox"/> Ink Jet <input type="checkbox"/> Other _____	<b>BINDERY</b> <input type="checkbox"/> Cut <input type="checkbox"/> Pad <input type="checkbox"/> Fold <input type="checkbox"/> Perforate <input type="checkbox"/> Collate <input type="checkbox"/> Staple(s) _____	<input type="checkbox"/> GBC <input type="checkbox"/> Tape <input type="checkbox"/> Number <input type="checkbox"/> 3 Hole Pun. <input type="checkbox"/> Wrap <input type="checkbox"/> Box <input type="checkbox"/> Laminate	Date Recieved
					<div>Approval _____ Initial      Date</div> <div>Rate _____</div>
<b>File Prep</b> Date      Init.      Mins.					Inits.      Date
Additional Info: _____					_____
_____					_____
_____					_____
_____					_____
_____					_____
<b>Outside Costs</b>					_____
_____					_____
_____					_____
Total _____					Completion Date
Shipped _____ Opr. _____ Boxes _____ Wt. _____					